



# Office of the City Clerk

Weekly Report – for Week Ending June 19, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Election 2015 Open Data** - The general election results, polling place information, and precinct boundaries data have been uploaded onto the City's open data portal. The data will be available to the public once it has been approved by the Open Data team from the Mayor's office.

### 2016 Neighborhood Council Elections:

Development of the Neighborhood Candidate Processing application has begun. This application will be the entry point for candidate filing and election administrative functions for Neighborhood Council elections. This application will be used in conjunction with the existing candidate filing and ballot layout systems.

Pre-planning meetings are in progress for the Neighborhood Council elections.

**Election Voting Systems** - Staff attended the Los Angeles County Registrar-Recorder/County Clerk's Community Voter Outreach Committee meeting where they received updates on the County's progress on the Voting Systems Assessment Project and current outreach efforts.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	5/1
Number of Notices/Publications	20
Number of Contracts Attested	57
Number of Council Files Created	101
Number of Claims Received	103
Number of Referrals	66
Number of Council Meetings	4
Number of Committee Meetings	10

### Neighborhood and Business Improvement Districts:

On June 16, 2015, the Council adopted the Ordinance of Intentions for the renewal of the Los Angeles Tourism Marketing District, South Los Angeles Industrial Tract and Granada Hills Business Improvement District. Council approved the Annual Planning Reports for the Historic Waterfront, Westchester Town Center, Hollywood Entertainment, and the Lincoln Heights Business and Community Benefit Business Improvement Districts.

Notice of public hearing and ballot packages for the renewal of the South Los Angeles Industrial Tract and Granada Hills Business Improvement District and notice of public meeting and public hearing for the renewal of the Los Angeles Tourism Marketing District were mailed out.

**Council Agenda Builder System (CABS)** - The template for the new Councilmember information has been created and will be enabled on July 1<sup>st</sup> to accommodate the two new Council seats. The template is used to generate the Council minutes.

**Single Sign-on Project** - A program has been developed to synchronize all internal application user IDs and passwords to the citywide Active Directory (AD) database. This single sign-on solution allows users to use the same ID and password for all applications. Testing is in progress.

**Archives Research** - The grandson of a former City Councilperson researched the donation of a painting to the City by his father. The Board of Public Works used the early City Council records to research a street vacation.

## TOP ITEMS

- **2015 General Election data uploaded to City's Open Data Portal**
- **Council adopted 3 Ordinance of Intentions for renewing various BIDs and approved 5 Annual Planning Reports**
- **Candidate Filing System in development for the Neighborhood Council Elections**
- **New Council Office Orientations conducted for Chiefs of Staff**



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**Fiscal** - Staff commenced work on the end-of-year reversion worksheet; met with the Controller and DONE to discuss streamlining financial procedures; finalized year end FSR transfer transactions; and continued assembling subpoenaed records for various trust funds.

**General City Purposes (GCP)/AB1290/Council** - Staff received two (2) allocation requests; has nine (9) contracts in progress; has one (1) contract closeout in process; and executed two (2) contracts. 18 GCP allocation requests were reviewed; 26 invoices for payment processed; and two (2) contracts executed.

**Council Office Orientation on Fiscal and Personnel Procedures** - Staff met with the new Chiefs of Staff from CD4 and CD8 for training and orientation on fiscal and personnel procedures as they begin to setup their offices.

## ISSUES

**Audio Streaming in Meeting Room 1060** - The audio streaming for Council Committee room 1060 failed. The Information Technology Agency is working on resolving the problem.

## UPCOMING. . . .

**Council Recess** - July 7 to July 24, 2015

**Disaster Recovery Testing** - The City Clerk's semi-annual systems disaster recovery test will be conducted July 3, 2015.